



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 07/09/2015

Closing Date: 07/23/2015

Position Title: Tribal Police Officer

Department: Department of Public Safety

Work Schedule: Varies

Wage Rate: Pay Range 21: \$21.23/Hr./ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- Basic POST Certified Academy or a valid POST Basic Certificate
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

TITLE: Tribal Police Officer

WORKSITE: Tule River Justice Center
129 S. Reservation Rd.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Tribal Police Officer enforces laws related to the protection of life and property of the Tribal members, Community members, and visitors of Tule River Indian Reservation. Directs, and controls traffic, prevents crime or disturbance of peace, and arrests violators by performing the following duties.

DUTIES AND RESPONSIBILITIES:

1. Patrols, periodically, buildings, the Tule River Indian Reservation community, and acres owned by Tule River Tribe, to prevent and discover crimes, investigate crimes, maintain order, and answer calls and complaints.
2. Answers radio-dispatched or Community requests for police services at the scene of accidents, domestic disputes, law violations, and peace disturbances.
3. Familiarizes self with route/ roads and community living on the Reservation.
4. Organize and coordinate search and rescue efforts.
5. Investigates illegal or suspicious activities, person, and establishments, and quells disturbances.
6. Locates, searches, detains, and arrests law violators, following recognized police procedures.
7. Interview and questions victims, witnesses, and suspects.
8. Gathers and preserves evidence.
9. Performs first aid and provides other assistance to accident and other victims.
10. Investigates causes and results of accidents.
11. Assist outside agencies with control and maintenance of law and order in volatile situations or natural disasters.
12. Directs and controls traffic.
13. Issue written citations for traffic and other minor violations.
14. Inspects public establishments requiring licenses to ensure compliance with rules and regulations.
15. Operates police communication and computer equipment to obtain, disseminate, and report information.
16. Attends community meetings to discuss crime prevention activities and crime problems.
17. Writes detailed incident, investigation, activity, and other reports.

18. Testifies in court to present evidence by describing conditions, situations, and actions.
 19. Learn The Tribal Code and or Tribal Ordinances, the Penal code, Health and Safety US Code, the policies and procedures of the Tule River Tribal Department of Public Safety – Tribal Police, and other applicable laws and regulations.
 20. All other duties assigned.
-

QUALIFICATIONS:

1. High school diploma or General Education Degree (GED).
 2. Administration of Justice degree and/ or classes (preferred).
 3. Two (2) years of high volume public contact experience or an equivalent combination of education and experience.
 4. Must be at least 20 years of age.
 5. Must possess a Valid California Driver License and be insurable through the Tribe.
 6. Must successfully pass a State and Federal Department of Justice Standard Comprehensive Background Investigation.
 7. Possession of or ability to obtain a U.S. Department of the Interior, Bureau of Indian Affairs-Special Law Enforcement Commission Certification.
 8. Must successfully complete a background investigation, including a medical and psychological assessment and pre-employment drug/alcohol screen.
 9. Possession of or ability to obtain a U.S. Department of the Interior, Bureau of Indian Affairs-Special Law Enforcement Commission Certification.
 10. Experience in Tribal Government environment (preferred not required).
 11. Must be professional, polite, and respectful towards all guests.
 12. Must be able to handle extended hours when necessary.
 13. Excellent interpersonal skills with demonstrated patience, tact and respect.
 14. If previously employed within the Tule River Indian Tribe of California entities, you must have acceptable work history.
-

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to gather, interpret and compare technical data.
 2. Ability to write clearly and concisely using correct grammar to record and report information.
 3. Ability to communicate with persons of various social, economic, and cultural backgrounds.
 4. Ability to work from oral and written instructions.
 5. Ability to read and write common vocabulary.
 6. Ability to read, understand, record, and apply technical materials.
 7. Ability to influence others in a positive manner.
 8. Ability to handle and maintain confidential information.
 9. Ability to retain and recall factual information.
 10. Ability to identify problems, determines variable solutions, and adopt effective courses of action.
 11. Ability to apply common sense.
 12. Ability to promote good public relations.
 13. Ability to work weekends and holidays.
 14. Excellent verbal and listening skills.
-

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions, but will have to travel in case management and court proceedings. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to:	Chief of Police
Supervises:	None
Salary:	Pay Range 21: \$21.23/Hr Paid Bi-Weekly/ Overtime Eligible
Hours:	Varies/Full-Time 40 Hrs per Week 24/Hour Operation
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT